

RECREATION DIRECTOR----- JOB DESCRIPTION

TOWN OF NORTH STONINGTON

POSITION TITLE: RECREATION DIRECTOR- (PART TIME)

POSITION DESCRIPTION : SUMMARY

Plan, organizes and coordinates a year-round community recreation program for adults and children. Works under the general supervision of the town selectmen and recreation commission board. Recruits, interviews with the recreation commission board the summer day camp staff. Supervises the town maintenance staff in coordinating improvements to the recreation fields, pavilion, basketball courts, sand volleyball courts and tennis courts. Required to be a member of the town's Juvenile Review Board.

DESIRED MINIMUM QUALIFICATIONS:

TWO (2) YEARS RECREATION EXPERIENCE INCLUDING SUPERVISION AND ADMINISTING OF SUMMER CAMP/PROGRAM ACTIVITIES AND COMMUNITY TEAM SPORTS PROGRAMS.

Valid state's driver's license

First aid and CPR certification

PRIMARY DUTIES & RESPONSIBILITIES:

Develops a diversified program of recreational activities/events to meet the needs of the residents of North Stonington from preschool to adults.

Recruits, instructs, supervises and /or hires instructors for planned programs

Helps coordinators recruit sponsors for selected activities

Publicizes and handles all registration materials via the Rec Website

Responsible for weekly reporting all Rec website registrations to the town bookkeeper

Prepares for publication a variety of newsletter, posters, calendars, letters and flyers.

Responds to public inquiries about Recreation programs made by telephone, correspondence ,or at our public monthly meeting.

Keeps commission members informed of important issues and decisions

Meets monthly (1st Thursday) with all commission members. Prepares agenda and emails a meeting reminder to all members.

Returns all activity fees collected to the town treasurer

Formulates and administers a yearly recreation budget

Responsible for purchasing with sports coordinators equipment and supplies for their activity

Supervises the work and conduct of all staff members, coaches, volunteers and activity instructors.

Responsible for background searches for hired staff and volunteers 18 + years of age

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions

KNOWLEDGE & SKILLS:

Ability to maintain an effective working relationship with town officials, employees and general public

Considerable administrative ability including the ability to effectively both orally and in writing

Proficient computer skills

Knowledge of recreation philosophy, planning and administration

Knowledge of equipment, rec facilities and operation of such